



UNEMPLOYMENT BENEFITS *In* *Michigan*

IMPORTANT INFORMATION about
Employer Filed Claims
I-866-845-0077

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

July 2012

MARVIN has a
Toll Free number:
I-866-638-3993



WAYS TO CONTACT THE UIA: EMPLOYER FILED CLAIMS (EFC)

CALL US EFC at 1-866-845-6077, Monday-Friday 8:00 a.m. to 4:30 p.m., Eastern Time (ET) or, call the Inquiry Line at 1-866-500-0017, Monday-Friday, 8:00 a.m. to 4:30 p.m., ET, and choose option 3 to speak to a customer service representative. If you are hearing impaired, TTY service is available at 1-866-366-6004.

VISIT OUR WEBSITE www.michigan.gov/uia

MARVIN TOLL-FREE LINE: 1-866-638-3993 The UIA automated telephone system you call every other week to claim (certify/report for) unemployment benefit payments. Instead of calling MARVIN, you can use MARVIN Online at www.michigan.gov/uia and click on "UIA Online Services for Unemployed Workers" or "Certify With MARVIN Online."

FRAUD HOTLINE Report suspected unemployment insurance fraud at www.michigan.gov/uia and click on "Report Fraud" or call the toll-free Fraud Hotline at 1-855-UI-CRIME OR 1-855-842-7463. The line is available 24 hours a day.

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BENEFIT RIGHTS AND RESPONSIBILITIES

Your new claim for unemployment benefits has been filed and processed through the “Employer Filed Claims” EFC system of the Unemployment Insurance Agency (UIA). This booklet explains your rights and responsibilities concerning claiming and receiving unemployment benefits. It tells you what you should know and what you should do when you claim Michigan unemployment benefits. This booklet does not have the force of law or rule, but gives a general explanation of the more important parts of the law. **Read it carefully and keep it for reference.**

You will receive Form UIA 1575C, *Monetary Determination*, in the mail explaining your benefit entitlement. You must contact MARVIN by telephone or online on your scheduled appointment day and time or on Thursday or Friday of your appointment week to certify/claim weeks of unemployment benefits. If you disagree with any part of your *Monetary Determination*, be sure to follow the instructions on the back of the form to protest.

- Read this booklet carefully and keep it for reference so you will know your rights under the law and what you should do each week you claim benefits.
- Give complete, correct, and truthful answers to all questions asked in writing, by an Agency representative, and by MARVIN. There are severe penalties for making false statements or failing to give important information.
- Have your Social Security number, any call-in notice you may have received and one other piece of identification, such as a state-issued driver's license or state ID ready when you contact the EFC system.
- Include your name, Social Security number, signature, and date on all correspondence and attachments mailed or faxed to the Agency.

If you have questions or you want a more thorough explanation of the eligibility requirements, you may:

- Log on to our Internet website at www.michigan.gov/uia. Click on available links to view and/or print valuable unemployment compensation information.
- Call EFC at 1-866-845-0077, TTY customers call 1-866-366-0004, Monday through Friday, 8:00 a.m. to 4:30 p.m., ET.

PROTECT YOUR RIGHTS

If there is an issue on your claim, even if you have protested or appealed it, **continue to report using MARVIN during your appointment week until you return to full-time work.** This will protect your right to receive benefits if the issue on your claim is settled in your favor. If you win your case, **you will not be paid for any weeks that you did not contact MARVIN and certify/report for benefits.**

If you are disqualified, held ineligible, or held subject to a denial period, continuing to contact MARVIN may serve to requalify you for benefits or may be used to pay benefits if it is later decided that you were entitled to benefits during that period.

UI INTEGRITY AND FRAUD

Unemployment Insurance (UI) is a system that benefits both you and your employer(s) and is totally employer funded. UI fraud occurs when someone willfully makes a false statement or conceals information in order to receive UI benefits, or prevents someone from receiving benefits to which he or she might be entitled. Detecting fraud is important to UI integrity because it helps prevent future fraudulent overpayments.

The law provides severe penalties for anyone who intentionally gives incorrect information to obtain or increase benefits. Always give the full facts when providing information to the Agency. If it is determined that you have committed fraud,

you will face severe penalties, including the assessment of a penalty of up to four times the amount fraudulently received, the loss of remaining UI benefits, and if you are overpaid more than \$3,500, possible criminal prosecution for a felony. Community service and jail time may apply, as well as court costs and other fines. See pages 6-7 for information on how the Agency prevents and detects fraud.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

The information you provide during your unemployment claim is confidential. This includes all claim documents, forms, and information submitted by you and all involved employer(s). As interested parties under state law, only you and your involved employer(s) are entitled to this information without a signed authorization from you or your employer. The exception is that under federal and state laws, certain information must be provided upon request for statistical, research, and unemployment insurance program purposes.

In addition, all employers must report the names, Social Security numbers, and wages of all their employees. This wage information is required by law to be provided to other governmental agencies to verify eligibility for Department of Human Services General Assistance, Medicaid, Bridge cards, and other public assistance programs. Also the law permits disclosure of information on your claim, under certain circumstances, to specified federal and state agencies, such as the Friend of the Court, Michigan Department of Treasury, the Internal Revenue Service, and law enforcement agencies in connection with a criminal investigation.

KEEP UIA UP-TO-DATE

If you change your address, telephone number or name, you must notify the UIA immediately. Otherwise, decisions on your claim, payments, and other important benefit documents may not get to you or may contain outdated information. More importantly, failure to update and maintain current contact information with all base period employers

on your claim as well as with the UIA will result in the UIA considering you unavailable for work. The Agency will attempt to contact you by telephone to update your contact information. Failure to respond without good cause to the Agency's request for current contact information within 14 calendar days will result in you being considered unavailable for work and being ineligible for benefits. You can change your address, telephone number, or name by any of the following methods:

- Call 1-866-500-0017 and press option 3 to speak to a customer service representative who will assist you.
- Go to the UIA website at www.michigan.gov/uia, click on "Forms", access Form UIA 1925, *Request for Name and/or Address Change*, complete and fax or mail the Form according to the instructions. For a name change request, you must submit a copy of legal proof (marriage license, divorce judgment, etc.) of the name change.
- Sign up for a web account on Claimant Web Account Manager (CWAM) by visiting www.michigan.gov/uia and clicking on "UIA Online Services for Unemployed Workers."

DISQUALIFICATIONS

If you are disqualified, you may lose some or all of your benefits.

- 1. You may be disqualified if you quit your job without good cause attributable to your employer or if you voluntarily retire.** You would not be disqualified for voluntarily leaving if you leave your job to accept work and actually work at another permanent, full-time job with an employer liable under the unemployment compensation law of this state, to accept a recall from your former employer or a referral from your union hiring hall. Furthermore, if after establishing a claim you accept unsuitable work (for example, work

at a great distance from your residence, or in a job that is not within your abilities), you will not be disqualified if you quit the unsuitable work within 60 calendar days after you began that work. Additionally, if you leave to follow your military spouse, you will not be disqualified.

If you quit or retire voluntarily and are disqualified, you will be required to requalify by “reworking.” Reworking means finding a job and earning at least 12 times your Weekly Benefit Amount (WBA). The earnings must result from employment with an employer liable under the unemployment compensation law of this or another state or the federal government. Self-employment income cannot be used to requalify for benefits.

2. You may be disqualified if you were:

- A. Discharged or suspended for misconduct connected with work, or
- B. Discharged for intoxication while at work.

If you were disqualified, for these reasons you will be required to requalify by “reworking,” and earning at least 17 times your WBA.

3. You may be disqualified if you are discharged for the following:

- A. Absence due to convictions and imprisonment (other than a traffic violation resulting in absence of less than 10 consecutive work days); or
- B. Participation in a strike or other concerted action contrary to a labor contract or in a wildcat strike or concerted action not authorized by the bargaining agent (even if such discharge is later changed to a disciplinary layoff or suspension).

If you are disqualified for one of these reasons, you will be required to serve a 13-week requalification period before you can

receive benefits. You will also lose up to 13 weeks of benefits.

4. You may be disqualified if you are discharged for the following:

- A. An act of assault and battery connected with your work;
- B. The use or possession of an illegal substance at work, refusing to submit to a drug test, or testing positive on a drug test; or
- C. Theft or willful destruction of property connected with your work.

If you were originally separated from employment under non-disqualifying circumstances and it is later established that you committed a theft against your employer between the notice of your layoff or discharge and the effective date of your separation, you will also be disqualified. The requalification requirement is the same as for theft.

If you are discharged, but not disqualified, and within two years you are convicted of theft, you will be disqualified.

If you are disqualified for any of these reasons, you will be required to serve a 26-week requalification period before you can receive benefits. You will lose up to 13 weeks of benefits and receive no benefits based on employment with involved employers.

5. You may be disqualified if you do the following:

- A. Refuse, or fail to report for, a job interview;
- B. Fail to apply for a job diligently after being notified by UIA; or
- C. Fail to accept an offer of suitable work.

In deciding whether a job is suitable, this Agency takes into account your past

experience, training, prior earnings, how long you have been out of work, your chances of finding a job in your line of work, the distance of the job from your home, and any risk to your health and safety.

You will be denied benefits for refusing an offer of suitable work if the gross pay offered is at least 70 percent of your gross pay rate before unemployment. In addition, you will be required to serve a 13-week requalification period before you can receive benefits. You will also lose up to 13 weeks of benefits. This is a new requirement after receiving 50 percent of your benefits.

6. You may be disqualified if you are unemployed due to a labor dispute (strike or employer lockout). This Agency will consider the facts of the specific situation and the same ruling will be made for all workers unemployed for the same reason related to the labor dispute. It is important that you continue to certify by contacting MARVIN by telephone or MARVIN Online during the period of unemployment due to the labor dispute.

7. You may be disqualified if you work for a temporary help firm (THF) and do not notify the firm within seven days that a work assignment ended. You must have been notified of this requirement at the time of hire.

If you are disqualified for this reason, you will be required to serve a 13-week requalification period before you can receive benefits. You will also lose up to 13 weeks of benefits.

If you are disqualified for any reason and protest that determination, you should continue to certify by contacting MARVIN by telephone or online until a final decision is made, you go back to work, or you are told to stop certifying. If the determination is reversed, you cannot be paid for any week(s) for which you did not certify.

How to Requalify if You Are Disqualified

If you are required to requalify by **rework**, you must: work and earn either 12 or 17 times your weekly benefit amount. The amount you must earn will be in the decision you receive. If you go back to work and leave that employment, the Agency will verify that you earned the rework amount. If you quit or are fired from the job where you earned the rework amount, you can be disqualified for the separation from that job, as well.

If you are required to serve a requalification period, you do so for each week of requalification by either:

- A. Reporting as directed (using MARVIN) and meeting the same requirements that apply to claiming a benefit payment, **or**
- B. Earning at least \$220.

If your disqualification requires a requalification period, you will also lose entitlement to some or all of your benefits. Read the determination carefully for details.

Labor dispute requalification

A labor dispute is a strike, work stoppage, lock out, etc. The disqualification continues for the duration of the labor dispute or until you work at least two weeks and earn wages in each of those two weeks in an amount equal to, or greater than, your weekly benefit amount.

When You Receive a Determination (Decision)

If a question arises about your right to receive benefits, you and your employer will be contacted for statements, if required, to obtain facts regarding the issues involved. You and your employer will receive a Determination that states whether you may or may not receive benefits and explains why.

A record of every unemployment payment you receive is sent to your employer(s). The employer(s) can protest if they disagree with your reported earnings or believe you are not entitled to payment

If You Disagree with the Determination (Protest)

If you disagree with a determination, you can protest and ask for a redetermination. You must **protest** in writing (by mail, fax, or using your CWAM account). Any protest must be received on time, or the determination will become final and not subject to further review, unless you can establish good cause for late protesting. If you choose to protest, do one of the following:

MAIL TO:

Unemployment Insurance Agency
P.O. Box 169
Grand Rapids, MI 49501-0169

OR FAX TO:

Fax: 1-517-636-0427

Your protest must be received in writing by the 30th day after the date on which the Determination was issued to you. If the 30th day is a Saturday, Sunday, legal holiday or Agency non-work day, the protest must be received by the end of the next day which is not a Saturday, Sunday, legal holiday or Agency non-work day. Your employer has the same right to protest and must adhere to the same time limits for protests.

When a protest is received from you or your employer, we take another look at the facts and the law. If necessary, we will ask additional questions and then issue a redetermination. The redetermination will explain what changes, if any, are being made. Copies of the redetermination go to you and your employer. You may bypass the redetermination and appeal directly to an administrative law judge (ALJ) if you and your employer agree to do so.

If You Disagree with the Redetermination (Appeal)

If you disagree with the redetermination, you can appeal for a hearing before an ALJ. Your employer has the same right. The written appeal must

be received within 30 days and must be signed. However, the Agency may accept an appeal that lacks a signature if the appeal can be verified by, or on behalf of, the appealing party. If an appeal is not signed or verified, the Agency will notify you that the appeal cannot be accepted. If you choose to appeal, please do one of the following:

MAIL TO:

Unemployment Insurance Agency
P.O. Box 124
Grand Rapids, MI 49501-0124

OR FAX TO:

Fax: 1-616-356-0739

You have the right to be represented by your own attorney, agent, or advocate (see below to learn how to request an advocate at no charge to you) and to present witnesses at a hearing before an ALJ. If no appeal is filed, the redetermination becomes final and is not subject to further review unless good cause for late filing of an appeal is established.

If You Disagree with a Decision of an Administrative Law Judge (ALJ) or The Michigan Compensation Appellate Commission (MCAC)

If you, your employer, or the UIA disagrees with the ALJ's decision, a request for a rehearing before the ALJ or an appeal to the Michigan Compensation Appellate Commission (MCAC) must be received within 30 days. If either party is dissatisfied with the MCAC's decision, the case may be appealed to a circuit court, the Court of Appeals, and the Michigan Supreme Court. If no further appeal is filed, the latest decision will become final after the 30-day appeal period.

If a determination, redetermination, or decision allows benefits, you will be paid any benefits due. If it is later determined that you were not entitled to all or part of the benefits you received, you may be required to repay the benefits, plus interest.

Advocacy Program and Lawyer Referral

The Advocacy Program provides no-cost assistance to unemployed workers and employers in preparing cases for hearings before an ALJ and, in many cases, will include representation at these hearings. Most kinds of unemployment insurance cases are included in the program. **Call for advocacy assistance after filing your timely appeal.** For more information, call the information hotline at **1-800-638-3994** and press 2 for advocacy assistance.

If you file an appeal to an ALJ or the MCAC, you are not required to have a lawyer. If you want a lawyer, many county Bar Associations maintain lawyer referral services. If your county does not have such a service, call the State Bar of Michigan for a lawyer referral, toll free at **1-800-968-0738**.

OVERPAYMENTS, INTEREST, AND PENALTIES

Paying Back Overpayments

The Agency is responsible for collecting overpayments of unemployment benefits. If you are overpaid unemployment benefits, you will receive a decision from the Agency.

If you have been overpaid benefits and are currently employed, contact the UIA Benefit Overpayment Collection Unit at 1-800-638-6372. If you become unemployed and establish a claim for unemployment benefits, 50 percent (or 100 percent if fraud was involved) of your weekly unemployment benefit payment will be withheld for repayment of previously established and fined restitution. It is to your advantage to repay the amount owed and have the unemployment benefits available to you when you need them. Failure to repay benefits improperly received can also result in the Agency taking your federal and/or Michigan income tax refund, garnishing your wages, and/or referring your case to the Department of the Attorney General for court judgment. Additionally, the Agency may place a lien on real property or levy your bank account for repayment of any

money owed and intercept any lottery winnings you may receive in excess of \$1,000.

Interest

Interest accrues at the rate of 1 percent per month computed on a daily basis; however, interest accrued will not exceed 50 percent of the total amount of the overpayment owed. Interest is only applied to the total principal overpayment amount. Interest does not accrue on penalty amounts.

Waiver of Repayment

Collection of benefit overpayments may be waived (forgiven) if the payment was made without fault on your part and if requiring you to repay the benefits would be contrary to equity and good conscience. If it is found that you committed fraud on the claim, the overpayment cannot be waived.

Repayments may be waived if the following occurs:

- There was an administrative clerical error by the Agency in paying the benefits.
- The employer failed to provide wage and separation information in a timely manner and your good faith statement proves to be in error.
- You can establish that you are indigent (suffering great financial hardship).

Penalties for False Statements

If you **intentionally** hide and/or give incorrect (false) information to qualify for, receive, or increase your unemployment benefits, you will face severe penalties. **If you are found to have intentionally given dishonest information:**

- You will have to repay money received **and** will have to pay a penalty of two times (if less than \$500 of improper payments) or four times (if \$500 or more of improper payments) the amount of benefits fraudulently received.

The two times penalty will be increased to a penalty of **four times** the amount of improper payments if this is a second or subsequent offense. Additionally, the following may occur:

- You will lose remaining benefits.
- You may have to pay court costs (if prosecuted) and fines, face jail time or perform community service, or all of these.
- Intentional misrepresentation to obtain benefits of \$3,500 or more is a felony and may be prosecuted in criminal court.

HOW UIA PREVENTS AND DETECTS OVERPAYMENTS AND FRAUD

Crossmatch Programs

The Agency conducts identity theft, overpayment, and fraud prevention and detection programs called Crossmatch Programs. These automated programs look for unemployed workers using fraudulent Social Security numbers and drivers license numbers. These programs also detect workers collecting unemployment benefits and working at the same time, working in other states and collecting Michigan unemployment benefits, or attempting to file for unemployment benefits while incarcerated. You may be contacted by the Agency if your claim is selected in a Crossmatch Program. Failure to respond may result in you being considered ineligible for benefits.

Benefit Accuracy Measurement Program

This program is used to determine the integrity, quality, and accuracy of unemployment insurance claims and payments in Michigan. Your claim may be randomly selected to be audited as part of this program. If your claim is reviewed, you will be contacted for an in-depth interview. You will be informed of the documents needed for the interview. These will include your Social Security card, your marriage license (if married), birth certificates for yourself and for any dependents, work history, and work search contacts. In most cases, the review will confirm that your claim was processed correctly. However, if you were overpaid or underpaid, adjustments will be made and penalties may be assessed.

Fraud Hotline

The Agency's fraud hotline allows individuals to report suspected unemployment insurance fraud. Report suspected fraud 24 hours a day by calling toll free 1-855-842-7463 (UI-CRIME) or go online and click on "Report Fraud."

WEEKLY ELIGIBILITY REQUIREMENTS

WHAT YOU MUST DO TO RECEIVE BENEFITS (GET PAID)

After it has been determined you have enough wages to qualify for benefits and were not disqualified or found to be ineligible for other reasons, you must meet eligibility requirements for each week you want to be paid. If you are not being paid because there is a question about your claim, you must still meet the eligibility requirements and report using MARVIN. This is to maintain your rights to benefits in the event that you later become eligible. When you report using MARVIN, you will be asked about your eligibility for the two calendar weeks before your scheduled appointment. A reporting week begins Sunday and ends Saturday.

Did you meet the following requirements in each of the weeks that you are claiming (certifying/reporting for) unemployment benefits?

1. Able to work full time.

You must be physically and mentally able to work full-time doing the kind of work that you did in the past or other work that is in line with your experience, training, and education.

2. Available for full-time suitable work.

You must be ready and willing to take a full-time suitable job on any shift during which your type of work is performed (not just the shift you have worked). In deciding whether a job is suitable, we look at your past experience, training, prior earnings, the length of time you have been out of work, your chances of finding a job from your home, and any risk to your health and safety.

Additionally, you may be selected to appear at a specified location for an evaluation of your eligibility for unemployment benefits. Failure to appear may result in you being found ineligible for benefits. After collection of half of your entitled weeks, you must apply for and accept suitable work that is outside of your past training and experience. For more information on suitable work, see the fact sheet entitled "What is Suitable Work?" located at www.michigan.gov/uia under "Publications."

3. Seeking full-time work.

You must be actively seeking a full-time job. You may use several of the following methods: in-person, help wanted ads, sending resumes, the Internet, or registering with a union hall if you are a union member, or any other method.

You may need to seek work in other jobs in which you have training and/or experience. The longer you are out of work, the more willing you should be to accept different work and/or less pay. Keep a log of places you contacted for work, including the method and date contacted. For personal contacts, include address, phone number, and the person to whom you spoke. For other types of contacts, include dates you submitted your online application, or dates you faxed/mailed your resume. The Agency may request this information.

4. Be unemployed.

This means that you:

- A. Did not work at all during the week(s) for which you are requesting payment, **or**
- B. Only worked part-time and your total earnings before deductions (not just take-home pay) and benefits combined are less than 1.6 times your weekly benefit amount (WBA) and the part-time work was the only work that was available to you. This means you did not turn down work from your regular employer (lost earnings).

How Long is Your Benefit Year?

The beginning of your benefit year depends on when EFC or your employer filed your application. In most cases, the benefit year begins with the Sunday of the week in which EFC receives your new claim and lasts for 52 weeks.

Many workers go back to work before they receive all of their allowable benefits. If you are again laid off before your benefit year ends, EFC or your employer can file an additional claim for benefits. If your benefit year ends before you can receive all your benefits, the unpaid benefits cannot be carried over to another benefit year. If you draw out all of your benefits before your benefit year ends, you cannot file another claim until your benefit year ends.

However, if you become unemployed after your benefit year is over, EFC or your employer may file a new application for benefits. At that time, it will again be determined whether you have sufficient wages to establish a new benefit year, and whether you may receive benefits.

How Much Must I Earn to Be Eligible for Benefits?

There are four methods to qualify for unemployment benefits. Wages you were paid in a period of four calendar quarters will be considered. A calendar quarter is a period of three consecutive months ending the last day of March, June, September, and December.

The law requires that gross wages be considered in the following order:

- 1. You must have worked for one or more liable employers and have wages paid in two quarters of the **first four** of the **last five completed** quarters. Further, you must have been paid wages of at least \$2,871 in one of the four quarters and have been paid wages during the entire **first four** quarters totaling at least 1.5 times the wages paid in the highest quarter.

Or

2. You must have been paid total wages in at least two quarters during the **first four** of the **last five completed** quarters that are equal to or greater than, the alternate earnings qualifier (AEQ). The AEQ is 20 times the state average weekly wage. The amount of the alternate earnings qualifier changes each year. Contact the EFC Unit at 1-866-845-0077 to find out the current amount of the alternate earnings qualifiers.

Or

3. If you do not qualify at all using numbers one or two, then you must have worked for one or more liable employers and have wages in two quarters in the **last four completed quarters**. Further, you must have been paid wages of at least \$2,871 in one of the four quarters, and have been paid wages during the **last five completed** quarters totaling at least 1.5 times the wages paid in the highest quarter.

Or

4. You must have been paid total wages in at least two quarters during the **last four completed** quarters that are equal to or greater than the alternate earnings qualifier. The AEQ is 20 times the state average weekly wage. The amount of the alternate earnings qualifier changes each year.

If you file a new claim for benefits and your last benefit year expired within the last six calendar quarters, you must additionally satisfy the following earnings requirements:

- You must have worked after your prior benefit year began, **and**
- You must have earned at least five times the last weekly benefit amount that was in effect in your prior benefit year.

Weekly Benefit Amount (WBA)

Your WBA will equal 4.1 percent (.041) of the highest quarter wages in the base period, plus \$6 for each dependent claimed up to five dependents. The maximum weekly benefit amount is \$362.

Example:

1. Highest Quarter Wages = \$3,688
 $\$3,688 \times 4.1\% (.041) = \151
2. Add \$6 dollars for each dependent, up to five.
3. Round this amount down to the next lower dollar.

The maximum WBA that anyone can receive is \$362.

How Many Weeks of Benefits?

The number of weeks for which you may receive regular state benefits will range from 14 to 20 weeks. The formula for calculating how many weeks you may be entitled to receive benefits is:

1. Multiply your base period wages by 43 percent (0.43).
2. Divide the result in step 1 by your Weekly Benefit Amount (WBA).
3. Round down to the nearest half-week. The result is the number of weeks you may receive benefits. The minimum is 14 weeks, except for benefits based on family employment.

Example:

1. Total Base Period Wages = \$4,988
 $\$4,988 \times 43\% (0.43) = \$2,144.84$
2. If WBA = \$151
 $\$2,144.84 \div \$151 = 10.5$
3. This is rounded down to the nearest half-week. The number of weeks allowed is 14.0 because it is the minimum number of weeks allowed.

The maximum number of weeks allowed is 20.

Contact the Employer Filed Claims (EFC) Unit at 1-866-845-0077 (TTY customers use 1-866-366-0004) or visit our website at www.michigan.gov/uia for more information on claiming unemployment benefits, calculating your weekly benefit amount (WBA), dependents, and the alternate earnings qualifier (AEQ). Or view the webcast at www.michigan.gov/uia and click on “Webcast” and click on “Unemployed Workers Webcast.”

Certifying and Receiving Benefits

After you file your claim, you are required to certify for your continued eligibility to collect benefits. You will file your bi-weekly claims by contacting **MARVIN by telephone or online.**

Filing Claims on Time

To be filed on time and effective with the first week of unemployment, a **new or additional claim** must be filed by telephone or through our website no later than the Saturday of the week following the week of your last day of work.

If the Friday of a week is a legal holiday or Agency non-workday then, and only then, will your claim be considered timely if it is received by the next day that is not a Saturday, Sunday, legal holiday, or Agency non-workday (generally, the following Monday). MARVIN, however, is available on holidays and non-workdays.

You would file a **reopened claim** if you stop certifying for any reason other than having worked again. A reopened claim is effective the beginning of the week in which it is **received** by this Agency.

Return to Work

If you return to work less than full time and do not earn at least 1.6 times your weekly benefit amount,

SUN	MON	TUES	WED	THURS	FRI	SAT	
1	2	3	4	5	6	7	WEEK 1 Worked 17 hours at \$10.00 per = \$170.00
Worked 4 hours	Worked 5 hours		Worked 8 hours				
8	9	10	11	12	13	14	WEEK 2 Worked 20 hours at \$10.00 per hour = \$200.00
			Worked 8 hours	Worked 4 hours		Worked 8 hours	
15	16	17	18	19	20	21	WEEK 3 REPORT TO MARVIN

you may claim benefits for any of the weeks you were working. If you wish to claim a week and are using MARVIN, call or go online during the week you normally would if you had not returned to work. When you contact MARVIN, report **gross earnings you had for work you performed during the week(s) you are claiming, even if paid at a later date.** If you work full time, you are not entitled to benefits regardless of your earnings.

How to Properly Report Earnings for Each Week

Incorrectly reporting or failing to report earnings is one of the most common errors made when collecting unemployment benefits. If you get paid benefits for a week(s) or partial week(s) to which you were not entitled, **you could be subject to severe penalties**, if fraud is found. You must **report your total earnings**, not just your take-home pay, **for the week in which you actually performed the work, NOT the week in which you received the pay.** Be sure to answer “yes” when asked by MARVIN if you worked. Then report your total earnings (gross pay) **before deductions.**

Before you use MARVIN, look at a calendar to determine the dates that you worked. This will help you report the earnings in the correct week. To calculate your weekly earnings:

1. Take your hourly rate of pay and multiply it by the number of hours you worked during the week.
2. Add any other payments received or allocated by the employer to that week, such as cash payments, vacation pay, holiday pay, severance pay or other wage continuation pay.
3. Do not include Supplemental Unemployment Benefits (SUB) as earnings. If you have already told the Agency **and** received a decision about the impact of these other payments, it is not necessary to add them to your earnings.
4. Report the total gross earnings to MARVIN.

If you work less than full time in a week, you may be paid unemployment benefits, but your benefit amount will be reduced depending on how much

you earned in each week. If you return to work less than full time and do not earn at least 1.6 times your weekly benefit amount, you may certify (report) for benefits.

The following examples show how earnings reduce your benefit payments:

Example 1:

Earnings equal or exceed 1.6 times your weekly benefit amount (WBA).

1. WBA = \$362
2. Total Earnings of \$600
3. $\$362 \times 1.6 = \579.20
\$579.20 rounded down - \$579
4. 2 is more than 3

You will not receive a benefit payment for this week, so your balance of benefit weeks will not be reduced.

Example 2:

Earnings are less than 1.6 times your WBA, but greater than your WBA. Total earnings are subtracted from 1.6 times your WBA.

1. WBA = \$240
2. Total Earnings of \$320.52 - \$320
3. $\$240 \times 1.6 = \384
4. 2 is more than 1. Subtract earnings from 3. $\$384 - \$320 = \$64$
\$64 is the weekly benefit payment.

If you claim this week, it will reduce your balance of benefit weeks as though you had received a full payment for that week.

Example 3:

Earnings are equal to or less than, your WBA, your WBA is reduced by .40 cents for each \$1.00 earned and reported.

1. WBA = \$362
2. Total Earnings of \$101.78 = \$101
3. 2 is less than 1. $\$101 \times .40 = \40.40

4. $\$362 - \$40.40 = \$321.60$
\$321.60 rounded down = \$321
\$321 is the weekly benefit payment.

Report using MARVIN on your regular appointment day and time or on the make-ups days during the same week. When using MARVIN, **report total gross earnings for work you performed in the week you are claiming, even if you have not yet received your paycheck for that work.**

Reduction of Balance of Weeks

Your balance of benefit weeks is reduced by one full week when you are paid a week, regardless of how much you are paid. You may want to calculate your benefits payment for any week you have earnings before you contact MARVIN.

Example:

You calculated your payment and you will receive \$25 due to the earnings reduction instead of \$350, your full WBA. You may:

- Waive (not get paid) that week because you want to keep it on your balance of weeks for a future week of unemployment.

Or

- Decide to take the \$25 because you will be back to work full time in a few weeks and do not anticipate being laid off again during your benefit year.

If you choose not to receive payment for a week you must still report to MARVIN during your scheduled week and answer “no” to the question about claiming both weeks. Then answer “yes” or “no” to the questions about claiming benefits for each week. Tell MARVIN, when asked, which week you are waiving by answering “no” you do not want to claim that week, and “yes” to the week you are claiming. Answer the rest of the questions MARVIN asks you.

TWO WEEK PERIOD FOR FLEXIBLE WEEK PAYMENT

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>
Earned \$150	Earned \$150	Laid Off	Laid Off	Laid Off	Laid Off	Laid Off
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>
Laid Off	Laid Off	Laid Off	Earned \$100	Earned \$175	Earned \$75	

How to Report Earnings if You Worked a Shift that Began Saturday and Ended on Sunday

If you worked an eight-hour shift which began on Saturday at 10:00 p.m. and ended on Sunday at 6:00 a.m., the full amount of wages earned on that shift must be included in the week containing the Saturday. Report all eight hours as earned on Saturday.

How to Report Earnings if You Have a Flexible Week

Flexible Week benefits may be paid for a seven-day period that does not begin on Sunday. This happens only when you earn as much as, or more than, 1.6 times your WBA in each of two consecutive calendar weeks, but within those two weeks, there is a period of seven consecutive days or more in which you had no earnings.

Example

Your WBA is \$200 and 1.6 times your WBA is \$320. You would qualify for a week of benefits during the layoff from Wednesday through Tuesday, if otherwise eligible.

MARVIN cannot be used to claim a flexible week. If you want to claim a flexible week, call 1-866-500-0017 and press option 3 to speak to a customer service representative or contact a Virtual Problem Resolution Agent through your online account (CWAM).

How Do You Report Other Kinds of Earnings?

If you have received, or will receive, holiday pay, vacation pay, severance pay, salary continuation, other wage continuation, retirement benefits or automatic short week benefits for the week you

are claiming, you must report them. You may have told the Agency about these types of payments at the time that you filed your claim for benefits. If you have already received a decision about the impact of the payment, it is not necessary to continue to report it.

What Else Can Reduce Your Benefit Payments?

- Pension or retirement benefits from a base period employer.
- Repayment of unemployment overpayments. This could be a reduction of 50 percent for non-fraud and 100 percent for fraud.
- Court ordered child support payments that can be up to 65 percent of your unemployment payment.
- Federal Bankruptcy Court Orders

Taxing Benefits

Unemployment benefits are considered income for federal and state tax purposes. You may choose to have both Michigan and federal income taxes withheld from your weekly unemployment benefits. If you choose to have income taxes withheld, both taxes will be withheld. You can choose to have taxes withheld only once per benefit year, but you can always stop your withholding. To do this, you must complete and return Form UIA 1581, *Income Tax Withholding*.

Deductions for federal income taxes are 10 percent of the taxable portion of your weekly benefit payment (after pension and earnings reductions). Michigan income tax is withheld at 4.35 percent for benefits. The income tax deduction is taken out after other mandatory deductions: overpayment recoupment, fraud penalties, and child support.

To change your status:

- Call 1-866-500-0017 and press option 3 to speak to a customer service representative.

- You can go to the UIA website at www.michigan.gov/uia, click on “Forms,” access Form UIA 1581, *Income Tax Withholding*, complete, and fax or mail according to the Form instructions.
- Sign up for a web account (CWAM) by visiting www.michigan.gov/uia, and click on “UIA Online Services for Unemployed Workers.” Once you are logged into your online account, you can change your tax withholding status.

IRS Form 1099-G, *Certain Government Payments*, is sent to you and the Internal Revenue Service each year showing the amount of benefits you received during the previous calendar year. The form is mailed to unemployed workers by the end of January. Keep us informed of your correct address, so that this form is mailed to your correct address. Restitution repayment is not reflected on Form UIA 1099-G.

Retirement/Pension Benefits

To receive unemployment benefits, workers who retire must be able to work, be available for work and be looking for suitable full-time work. Workers who voluntarily retire may be disqualified. There are three methods to calculate your unemployment benefit with retirement benefits.

1. If your employer paid the entire cost of your retirement benefit, the full monthly amount of the retirement benefit will be prorated to weekly amounts and deducted from your WBA.

Example 1:

You retired under a pension plan that provides a monthly retirement benefit of \$430. Your WBA is determined to be \$180. Since you did not contribute to the cost of the retirement benefit, the full monthly benefit must be prorated to a weekly basis and deducted from your WBA.

- A. Your retirement benefit divided by number of weeks in a month (4.33) = your prorated weekly amount.
 $\$430 \div 4.33 = \99 (rounded down).

- B. Subtract the prorated amount from your WBA = your entitled unemployment benefit payment. $\$180 - \$99 = \$81$

2. If you contributed something, but less than one-half the cost of the retirement benefits, one-half of the prorated weekly benefit will be deducted from your WBA.

Example 2:

You retired under a pension plan that provides a monthly retirement of \$430. Your WBA is determined to be \$180. Since you contributed something, but less than one-half of the cost of the retirement benefit, one-half of the monthly retirement benefit, prorated to a weekly amount, is deducted from your WBA.

- A. Your retirement benefit divided by number of weeks in a month (4.33) = your prorated weekly amount.
 $\$430 \div 4.33 = \99 (rounded down).
- B. Divide your prorated amount by one-half
 $\$99 \div \frac{1}{2} = \49 (rounded down).
- C. Subtract the prorated amount from your WBA = your entitled unemployment benefit payment. $\$180 - \$49 = \$131$

3. If you contributed one-half of the cost of your retirement benefit, no deduction will be made from your WBA.

Example 3:

You retired under a pension plan that provides a monthly retirement benefit of \$430. Your WBA is determined to be \$180. Since you contributed one-half or more to the cost of the retirement benefit, none of the \$430 would be prorated and deducted from your WBA. Therefore, you would be entitled to your full \$180 WBA.

IMPORTANT INFORMATION

Profiling/Re-employment Services Program

The Profiling Services Program identifies unemployed workers most likely to exhaust regular benefits before finding another job. If identified as likely to exhaust, these unemployed workers are required to participate in additional reemployment services to help them become employed again.

Re-employment services may include the following:

- Job search assistance
- Individualized assessment
- Job placement services
- Job search workshops
- Counseling
- Job clubs
- Skills or aptitude testing
- Resume writing assistance

The program is a joint project involving the Department of Licensing and Regulatory Affairs (LARA) and local Michigan Works! Agency (MWA) service centers.

If selected, you must participate or you may not be eligible for unemployment benefits during the week(s) you fail to participate. For more information, call the EFC Unit or visit our website at www.michigan.gov/uia. Also read the pamphlet, Form UIA 2161, *Profiling and Re-employment Services*. You may request the pamphlet by contacting EFC at 1-866-845-0077.

Preserving Your Benefit Entitlement

If you become disabled, you may be able to preserve or “freeze” unused benefit entitlement for use when you are again able to work, but are unemployed. To do so, you must submit a

written request to the UIA within 90 days after your disability begins. Should your medical inability prevent you from submitting this request on time, you may instead submit your written request after the disability ends or within 90 days after being advised by this Agency of your right to file for preservation of benefit entitlement.

However, in any event, your request must be made within three years after the disability began. Be prepared to furnish this Agency with a statement from your physician. Your physician will be required to complete Form UIA 1915, *Physician's Statement*, which must be submitted to the Agency.

Trade Act (TAA/TRA)

You may be paid unemployment benefits under the federal Trade Act if you have lost your job or have been laid off as a result of trade with other countries. A petition must be filed with the division of Trade Adjustment Assistance (TAA) of the United States Department of Labor (USDOL) to establish group eligibility to apply. Petitions may be filed by a group of three or more workers, their union, the company, Michigan Works! Agency staff or the Michigan Economic Development Corporation (MEDC), Workforce Development Agency (WDA), or an authorized representative.

Under the Trade Act of 1974, as amended, you may apply for TAA if increased imports have adversely affected your job. The assistance may include Trade Readjustment Allowances (TRA) which provide a weekly income once you exhaust your regular unemployment benefits if you are still unemployed. In addition, if you are totally or partially separated from your job, a Michigan Works! Agency service center can help you in preparing for, and finding, a new job. You may be eligible for training, allowances to search for work in other areas, and a relocation allowance to move for a new job.

Contact the TRA/Special Programs Unit at 1-866-241-0152 and ask for the pamphlet, *Adjustment Assistance for Workers Under the Trade Act of 1974* (Forms UIA 1628, 1628X, or 1628Y), or visit the Forms area of the UIA website at www.michigan.gov/uia to view the pamphlet.

Federal and/or State Unemployment Extension Benefits

The beginning and ending of other federal extensions will be announced in the news media. You may also visit the UIA website at www.michigan.gov/uia for updates regarding any extended benefits program.

Generally, in order to be eligible for extended benefits you must:

- Be eligible and not disqualified under the Michigan law; **and**
- Have exhausted all rights to regular state benefits; **and**
- Have a benefit year current within an extended benefit (EB) period.

Points to Remember

- If you have any questions or concerns about EFC claims only, call the tollfree number - 1-866-845-0077.
- You must contact MARVIN in a timely manner (bi-weekly) to claim unemployment benefits.
- You may sign up for a web account with the Agency by visiting www.michigan.gov/uia, and click on "UIA Online Services for Unemployed Workers."
- If you are notified by mail that you must register for work you must place your resume in the Michigan Talent Bank (MTB) at least two business days before your first call or report online to MARVIN. **You must report in person** to a Michigan Works! Agency (MWA) service center to verify this action even if you place your resume online.
- You should receive one of the following notices:
 - Form UIA 1575C, *Monetary Determination* is mailed to you when a new claim (benefit year) is established.

If you disagree with any part of this determination, refer to "Protest Rights" on the back of the Form.

- Form UIA 1220EFC, *Notice of Employer Filed Claim Processed as Additional Claim* is mailed to you when you are laid off due to lack of work while you already have a benefit year in effect.
- Form UIA 1221EFC, *Notice Employer Filed Claim Not Processed* is mailed to you with the reason your EFC was **not** processed. If you receive this notice, contact the EFC Unit tollfree at 1-866-845-0077 immediately.
- Form UIA 1223EFC, *Eligibility Requirements-Employer Filed Claims* is mailed to you to inform you that you do not have to register for work with the Michigan Works! Agency while you are receiving supplemental benefits.

- If you call MARVIN or go online at your scheduled day and time and are not given a benefit amount contact the EFC Unit at 1-866-845-0077 (TTY customers use 1-866-366-0004).

Contact the EFC Unit, or visit the UIA website, www.michigan.gov/uia, for information on the following:

- Waivers of registration for work and seeking work requirements
- Filing a claim while still working
- Filing your claim when away from home
- When you have worked in more than one state
- Federal Unemployment Compensation for civilian and ex-military personnel.

In the future, if you become unemployed from an employer that does not use Employer Filed Claims (EFC), call our Inquiry Line at 1-866-500-0017 (TTY customers call 1-866-366-0004); or visit our website at www.michigan.gov/uia for information on how to file a claim by telephone or on the Internet.

EMPLOYER FILED CLAIMS (EFC)

New and additional claims are filed for you by your employer if your employer participates in the Employer Filed Claim (EFC) program **and** your most recent reason for separation is a layoff due to lack of work.

TAKE ACTION NOW

If you are NOT a United States citizen or National, you must sign and return Form UIA 1509EFC, *Alien Consent of Disclosure*. Include clear copies of both sides of your United States Citizenship & Immigration Services (USCIS) document(s). Mail or fax the form **and** your USCIS document to the address below within five days.

FAILURE TO RETURN THE REQUIRED DOCUMENT(S) MAY RESULT IN AN OVERPAYMENT OF BENEFITS AND PENALTIES, FINES AND/OR IMPRISONMENT, AND/OR COMMUNITY SERVICE FOR WITHHOLDING MATERIAL INFORMATION TO SECURE BENEFITS.

If you choose to have both federal and State of Michigan income taxes withheld from each of your benefit payments, complete Form UIA 1581, *Income Tax Withholding*. Return the completed form to the address below by mail or fax.

If your name and/or address is different from the name and/or address on this booklet, you must complete Form UIA 1925, *Request for Name and/or Address Change*. Return completed form to the address below by mail or fax.

All of the forms noted above can be found online at www.michigan.gov/uia/forms.

ONLY SEND THE ABOVE FORMS TO:

Unemployment Insurance Agency
Employer Filed Claims Unit
P.O. Box 02986
Detroit, MI 48202-0903

Fax: 1-313-456-2605

NOTES

MARVIN

MARVIN is a telephone system (in English and Spanish) that allows you to claim (certify/report for) and get paid unemployment benefits. MARVIN is also available online. You may switch between the two MARVIN systems from appointment to appointment. MARVIN also allows you to inquire about your benefit payments. If you were laid off from your last job due to lack of work and there are no eligibility issues, your benefit payments should begin when you start reporting using MARVIN.

Reporting using MARVIN on your scheduled appointment is a requirement. Failing to report using MARVIN on your scheduled appointment or the make-up days in that same week will require the Agency to take a statement about why you failed to report timely and may cause you to lose benefits. You must contact MARVIN on alternating weeks (every other week) to claim (certify/report for) benefits and get paid. **A missed MARVIN appointment could delay your payment or cause you to lose benefits.** Continue to report to MARVIN even if you do not know about your eligibility, or protest response, **unless you are back to work full time.**

You can only claim the two weeks before the week you report to MARVIN. A week of unemployment begins Sunday and ends Saturday. For example, looking at the calendar below, if you report to MARVIN on Tuesday, March 27, you may only claim the weeks from Sunday, March 11, through Saturday, March 17, and Sunday, March 18, through Saturday, March 24. MARVIN will ask about these weeks. You may not claim the week ending Saturday, March 19. MARVIN will not ask about this week. If you think you should be paid for weeks other than the two weeks before your

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARVIN appointment date, call 1-866-500-0017 and choose option 3 to talk to a customer service representative.

If you use MARVIN by telephone, your appointment is based on your Social Security number. Your appointment time is a one-hour window on a Monday, Tuesday, or Wednesday between 8:00 a.m. and 7:00 p.m., ET. You can call any time during the one-hour window. You must follow the phone-in schedule every two weeks - even if your appointment falls on a holiday. If you miss your one-hour window, call during the same week on Thursday or Friday any time between 8:00 a.m. and 7:00 p.m., ET. These are the make-up days. It normally take less than four minutes to complete the MARVIN call or to use MARVIN online.

If you use MARVIN Online, you may certify/report for your benefit payments **any time during your MARVIN appointment week** Monday through Friday from 7:00 a.m. to 7:00 p.m., ET.

Call 1-866-500-0017 and press option 3 to talk to a customer service representative for special instructions if:

- You are in a training program approved by the Michigan Works! Agency (MWA).
- You are self-employed and submitting a profit/loss statement.
- You are not able to use MARVIN because you do not have access to a touch tone phone, the Internet or for any other reason that prevents you from using an automated system.

Before calling MARVIN for the first time you should do the following:

1. Review the weekly eligibility requirements. Have your answers ready to enter.
2. Find your appointment day and time on the next page.

3. Select your four-digit Personal Identification Number (PIN), which can be any four digits of your choice.
4. Know the week-ending dates for the weeks you are claiming, that is, the Saturday dates for the two weeks before the week in which you are calling.
5. If you performed any work during the week(s) you are claiming, you must report your gross earnings (before tax) even if you have not yet been paid.

For Example:

If your Social Security number is 555-55-5511, the last two digits are “11”. Number 11 is found under Monday. The one-hour window is under the column labeled “Eastern Time.” The appointment for number “11” is Monday between 11:00 a.m. and 12:00 noon.

If you use MARVIN Online, you may claim (certify/report) your benefit payments any time Monday through Friday from 7:00 a.m. to 7:00 p.m., ET during your appointment week.

Choose a Personal Identification Number (PIN)

To claim weeks for benefit payments, you need a Personal Identification Number (PIN). Your PIN is a four-digit number that serves as your electronic signature to claim and inquire on MARVIN about your unemployment benefit payments. You may choose any four digits as your PIN. Be sure to choose numbers that will be easy for you to remember. Keep your PIN private.

When you report to MARVIN for the first time, you must enter the PIN you chose when using MARVIN by telephone or online. MARVIN will guide you through several prompts to confirm your PIN. Once you have confirmed your PIN, MARVIN will say, “Your Personal Identification Number is accepted.” You will use this four-digit number each time you report to MARVIN by telephone or online to claim benefit payments. If you cannot confirm your PIN by the third try, MARVIN will disconnect. Call 1-866-500-0017 and select option 3 to speak to a customer service representative.

If you forget your PIN, or if you believe someone else knows your PIN, contact us and request that your PIN be changed. You can also go online through your CWAM account to change your PIN. Agency staff do not know, or have access to, your PIN, and staff will never ask you for your PIN. Your PIN is your secret identification number. Do not tell anyone your PIN!

Call on Appointment Only: Monday, Tuesday or Wednesday 8:00 a.m. to 7:00 p.m., ET	Make-up Days for Missed Calls: Thursday or Friday of the same week Anytime from 8:00 a.m. to 7:00 p.m., ET
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How to Find your MARVIN Appointment Day and Time

Your appointment day and time are found by using the last two digits of your Social Security number. See the chart below. Find the last two digits of your Social Security number under Monday, Tuesday or Wednesday. The one-hour window is listed on the left. This is the designated day and one-hour window to call and claim (certify/report) to be paid benefits if you use MARVIN by telephone.

Eastern Time	Monday	Tuesday	Wednesday
8:00 - 9:00	00-01-02-03	34-35-36	67-68-69
9:00 - 10:00	04-05-06	37-38-39	70-71-72
10:00 - 11:00	07-08-09	40-41-42	73-74-75
11:00 - 12:00	10-11-12	43-44-45	76-77-78
12:00 - 1:00	13-14-15	46-47-48	79-80-81
1:00 - 2:00	16-17-18	49-50-51	82-83-84
2:00 - 3:00	19-20-21	52-53-54	85-86-87
3:00 - 4:00	22-23-24	55-56-57	88-89-90
4:00 - 5:00	25-26-27	58-59-60	91-92-93
5:00 - 6:00	28-29-31	61-62-63	94-95-96
6:00 - 7:00	31-32-33	64-65-66	97-98-99

Reporting to MARVIN for Benefit Payments

MARVIN will ask you a series of questions. You must answer all questions truthfully. Giving false information, having someone else claim benefits, or answering questions for anyone else is fraud. Any benefits you receive through fraud may have to be paid back with a penalty of four times the amount, or you may be sentenced to jail, and/or pay a criminal fine, and/or perform community service.

After you have answered all of MARVIN's questions, do not hang up or log off before MARVIN tells you "Good bye." This means that MARVIN has completed recording your information. If you hang up or log off before Marvin tells you "Good bye," your payment will not be issued. If there is background noise (a loud radio, television, or talking), or static on the line when you call MARVIN, or if you are using a cell phone and have a bad connection, you may need to hang up and call back.

Dial MARVIN's tollfree number: 1-866-638-3993 or go online at www.michigan.gov/uia and click on "MARVIN Online." MARVIN begins with the following introduction:

*Welcome to the State of Michigan,
Unemployment Insurance Agency*

Then MARVIN allows you to choose to continue in either English or Spanish.

MARVIN then asks you to choose the activity you wish to perform. Below are the four MARVIN options:

1. To claim weeks of unemployment benefits (to get paid)
2. To inquire about your claim
3. For helpful hints about MARVIN
4. To complete the Eligibility Review Program (ERP)-available Thursdays and Fridays only

If you wish to end the call or online session at any time, just hang up or log off. If you need a question repeated when using MARVIN by telephone, you may press 0 (zero) at any time. You must answer all questions by pressing 1 for "yes" or 9 for "No" if using MARVIN by telephone.

To Claim Weeks of Unemployment Benefit Payments (To Get Paid)

These are the questions MARVIN will ask you. Remember that you are answering these questions separately for each of the two weeks you are claiming (certifying/reporting) for benefits.

Question #1: Are you back to work full-time?

If you say "yes" you will be asked to enter your back-to-work date. You must enter eight digits: two for the month, two for the date, and four for the year. **Example:** March 27, 2012, would be entered as 03 27 2012.

Question #2: Are you claiming both weeks ending Saturday, mm/dd/yyyy and Saturday, mm/dd/yyyy?

If you are not claiming (certifying/reporting) for both weeks, after you press 9 for "No" or answer "No", MARVIN will ask which week you are claiming.

Question #3: Were you able to work full time and available for full-time work?

This is asking if you were able to work and available to perform full-time suitable work if it had been offered during the two weeks you are claiming.

Question #4: Were you seeking work?

This means seeking suitable full-time work during the two weeks you are claiming.

Question #5: Did you quit any work, fail to accept any job offer, or get fired from a job?

Did this occur during the two weeks you are claiming?

Question #6: Did you begin school or training or begin receiving a pension?

The question applies only for school, training, or a pension that begins during the week(s) you are claiming. If you have already reported to the Agency that you began school or training or began receiving a pension during a previous week, it is not necessary to continue answering that you are in school or receiving a pension.

Question #7: Did you work during week ending Saturday, mm/dd/yyyy?

If you had any employment during the week, you must press 1 for “Yes” or answer “Yes”, even if you were not paid for that week.

Question #8: Did you have earnings including cash payments, vacation pay, holiday pay, severance pay, or other wage continuation pay? Do not report sub-payments paid by your employer.

If you had earnings, MARVIN will ask you to report them. On MARVIN by telephone, you will be instructed to enter the dollar amount and press the star key (*). **For example:** If your earnings, **before deductions**, are \$137.56, enter the dollar amount and press the star key (*): 137*. Then MARVIN will ask you to enter the cents and press the star key (*): 56*. If using MARVIN Online, enter earnings as instructed. If your earnings are from vacation pay, please call 1-866-500-0017 and select option 3 to speak to a customer service representative after completing the call to MARVIN.

Question #9: Did you begin receiving a subsistence allowance from the Department of Veterans Affairs for vocational rehabilitation training, survivor's or dependent's educational assistance, or special assistance for the educationally disadvantaged?

These questions will only be asked if you indicated that you were in the military during the 18 months prior to filing your claim.

After you have answered all of the questions, MARVIN will repeat or display the information that you have entered.

MARVIN by telephone will then say, “If you certify the information is correct, press 1. If any information is incorrect, press 9.” If you press 9, MARVIN will ask all of the questions again. If you press 9 again because the information is still incorrect, MARVIN will hang up. Call 1-866-500-0017 and choose option 3 to speak with a customer service representative.

MARVIN Online will ask you to certify that the information is correct. If you answer “No”, MARVIN will ask all of the questions again. If you answer “No” again because the information is still incorrect, MARVIN will say “Thank you, try again later.” Call 1-866-500-0017 and choose option 3 to speak with a customer service representative.

If you are receiving a payment, MARVIN will tell you the dollar amount and the date your payment will be issued to your direct deposit account or debit card. You should receive your payment within three business days. **DO NOT HANG UP OR LOG OFF UNTIL MARVIN SAYS “GOOD BYE.”** If you do, your information will not be recorded and no payment will be made and you will have to begin the process over again.

If you do not agree with the amount of your payment, or you were not paid and thought you should have been paid, or you made an error, contact 1-866-500-0017 and choose option 3 to speak to a customer service representative. If possible, call on the same day you contacted MARVIN.

To Inquire About your Claim

MARVIN can give you basic information such as:

- Date your last payment was made
- Amount of your last payment
- Number of weeks already paid
- Balance of payments remaining

To inquire, you may call MARVIN at 1-866-638-3993 and press 2 any time Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m., ET. You may also go online to “UIA Online Services for Unemployed Workers” to view your benefit payment history.

Changing Your Benefit Payment Option

You may change your benefit payment option at any time, but be sure to make the change at least three business days before you call MARVIN for your next payment. Otherwise, your payment may be made according to the option currently on file for you and not changed until your next MARVIN call.

If you wish to change your payment option:

- Visit our website at www.michigan.gov/uia and click on “UIA Online Services for Unemployed Workers.” Our website is available from 7:00 a.m. to 7:00 p.m., ET, Monday through Saturday.

- Call 1-866-500-0017 and select option 2. This system is available from 8:00 a.m. and 4:30 p.m., ET Monday through Friday.
- If you are changing your option to direct deposit, have your checking or savings bank routing and account numbers available. These can be found on the lower left side of your check or deposit slip, with your bank routing number first and your account number next to it. UIA Debit card withdrawals from ATMs are limited to \$800 per day in an effort to protect cardholders against fraudulent transactions.

The Eligibility Review Program (Available Thursdays and Fridays Only)

You may be selected for the Eligibility Review Program (ERP), which is intended to help you identify and remove barriers preventing you from finding full-time work. If you are selected, you will receive Form UIA 1726-S, *Eligibility Review Questionnaire*, in the mail. You can complete the ERP using MARVIN by telephone or MARVIN online. To complete the ERP, call MARVIN and press option 4 on the first Thursday or Friday, after you receive the ERP notice or use MARVIN Online within 21 days of the mail date on the form. Benefit payments will continue without delay if the ERP is completed timely and none of these answers raises a possible ineligibility issue.

If selected, you must call MARVIN or use MARVIN Online to complete the ERP **in addition** to using MARVIN on your regular appointment day and time to continue receiving benefit payments. If you do not use MARVIN to complete the ERP, you must call 1-866-500-0017 and choose option 3 to talk to a customer service representative to complete the *Eligibility Review Questionnaire*. **You will not be eligible for future benefits until the ERP requirement is satisfied.**

IMPORTANT POINTS ABOUT MARVIN REPORTING

- If you experience a problem in getting through to the telephone MARVIN, you should try calling a few minutes later during the appointment hour or use MARVIN Online. Sometimes the phone lines are busy at the beginning of the appointment hour. If you cannot certify (report) during your appointment hour because the system was not available, your specific appointment time requirement is automatically waived for the week, Thursday or Friday of the same week between 8:00 a.m. and 7:00 p.m., ET, or go to MARVIN Online.
- If you stop certifying/reporting for benefits for even one week because of returning to work or another reason and then wish to claim more weeks, **you cannot just contact MARVIN**. You must file an additional claim (reopen your claim) on the UIA website at www.michigan.gov/uia or by calling 1-866-500-0017 and pressing option 1.
- If you do not report to MARVIN during your appointment week, you are late. If you do not have good cause for reporting late, you will not be paid for those weeks. If you miss your scheduled appointment and the make-up days, you must call a customer service representative at 1-866-500-0017 and press option 3. The representative will take a statement about why you missed your MARVIN appointment and the Agency will issue a determination stating which weeks you may or may not receive payment.

NOTES

Forms

Go to the website at www.michigan.gov/uia and look for the “Forms” heading to access the following forms.

- Form UIA 1509, *Alien Consent of Disclosure*
- Form UIA 1553, *Request for Redetermination of Dependency Allowance*
- Form UIA 1581, *Income Tax Withholding*
- Form UIA 1718, *Unemployed Worker’s Statement of Wages*
- Form UIA 1733, *Protest of a (Re)Determination*
- Form UIA 1924, *Unemployed Worker’s Record of Work Search*
- Form UIA 1925, *Request for Name and/or Address Change*
- Form UIA 1932, *Unemployed Worker’s Record of Certifying Using MARVIN*

Having a Problem with Your Claim for UIA Benefits?

Are you having a problem with your claim for unemployment benefits? Do you need help understanding forms or procedures? If so, help is as near as your fingertips.

From anywhere in the United States, you can speak with experienced problem solvers who have access to UIA benefit claims records through the automated system. They will answer your questions, explain the process, and refer you to the specific department or unit that can provide help if they are unable to immediately resolve your problem(s).

The **EFC HOTLINE** is available

Monday through Friday, 8:00 a.m. until 4:30 p.m., ET

1-866-845-0077

TTY customers use 1-866-366-0004

Go online at www.michigan.gov/uia and click on “UIA Online Services for Unemployed Workers,” log in to use the UIA claim portal, and look for Customer Service and click on “Submit Your Inquiries.”

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State of Michigan
Department of Licensing And Regulatory Affairs
UNEMPLOYMENT INSURANCE AGENCY
www.michigan.gov/uia



ALIEN CONSENT OF DISCLOSURE

IF YOU ARE NOT A UNITED STATES CITIZEN OR NATIONAL, YOU MUST COMPLETE AND RETURN THIS FORM WITH COPIES OF YOUR U.S. CITIZENSHIP AND IMMIGRATION SERVICE (USCIS) DOCUMENT(S) TO THE ADDRESS BELOW TO BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS.

The Unemployment Insurance Agency (UIA) must verify that you are lawfully present in the United States for the purpose of performing work for an employer. Complete and return this form and copies of your U.S. Citizenship and Immigration Service (USCIS) documentation to the address below. FAILURE TO RETURN THE REQUIRED DOCUMENTS WITHIN 5 DAYS MAY RESULT IN AN OVERPAYMENT OF BENEFITS AND PENALTY OF FINES, AND/OR IMPRISONMENT, AND/OR COMMUNITY SERVICE FOR WITHHOLDING MATERIAL INFORMATION TO SECURE BENEFITS.

You must send clear copies of the front and back of your USCIS document(s) containing your Alien Registration Number and the Expiration Date.

Common documents provided by USCIS to non-citizens are:

Form I-1551.....Permanent Resident Card or Resident Alien Card
Form I-94.....Arrival Departure Record
Form I-797A.....Notice of Action and/or Receipt
Form I-766.....Employment Authorization Documentation

If the name on any of your USCIS documents differs from the name you used to file for unemployment benefits, you must also send a clear copy of your driver's license, Social Security card, union membership card, birth certificate, marriage license, or other official documentation to establish your identity.

COMPLETE THIS PAGE AND RETURN IT WITH YOUR DOCUMENTS TO:

**EMPLOYER FILED CLAIMS UNIT
P.O. BOX 02986
DETROIT, MI 48202-0903
FAX: 1-313-456-2605**

I freely and voluntarily waive the confidentiality provision of the Immigration Reform and Control Act of 1986 (IRCA) to permit the U.S. Citizenship and Immigration Service (USCIS) to provide the State of Michigan, Unemployment Insurance Agency, with my alien status for purposes of determining my eligibility for unemployment benefits. I understand that the IRCA precludes the USCIS from using, publishing, or making available information related to my application for adjustment to temporary residence except as provided by law (confidentiality provision).

Name of USCIS Document: _____ Birth Date: _____
Alien Registration Number: _____ Social Security Number: _____
Print Your Name: _____
Signature: _____ Date: _____

If you have any questions, contact Employer Filed Claims (EFC) at 1-866-845-0077 (TTY customers use 1-866-366-0004).

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REQUEST FOR REDETERMINATION OF DEPENDENCY ALLOWANCE

USE BLACK OR BLUE INK
DO NOT USE PENCIL

NAME: _____
Print Last name First name MI

Social Security Number: _____

The Michigan Employment Security Act provides for establishing your Weekly Benefit Rate based on 4.1 percent of your highest quarter base period wages, plus \$6.00 for each dependent, up to a maximum of five dependents. Even if dependents are allowed, your Weekly Benefit Amount (WBA) cannot exceed \$362.00. Only one person may claim or receive a dependency allowance for the same individual.

A correction made to your dependency allowance based on this request is effective with the beginning of your benefit year, and remains in effect until the benefit year expires. A dependent is not added or removed during a benefit year, even in cases of a birth, death, age change, marriage or divorce. However, if good cause is established for failure to claim a dependent at the time of filing a new claim, a dependency allowance will be corrected effective with the beginning of the benefit year. The maximum number of dependents you may claim is five. You may have to provide proof of dependents, such as birth certificates. Penalties apply for false statements about dependents.

To claim the following person(s) as a dependent, you must have provided more than half the cost of his or her support for at least 90 consecutive days immediately before the first week of your new claim. If the relationship has existed less than 90 days, the person must have received more than half the cost of his or her support from you for the duration of the dependency. Only one person may claim a dependency allowance for the same individual as a dependent.

Persons You May Claim As A Dependent Considered By Age And Relationship

AGE	RELATIONSHIP
Any age	Your husband or wife
Under age 18	Your child, grandchild, adopted child, stepchild, orphaned brother or sister
Over age 18, or under 22 if a full-time student	Your child, grandchild, adopted child, stepchild, orphaned brother or sister
Over age 18, if physically or mentally infirmed and unable to work	Your child, grandchild, adopted child, stepchild, orphaned brother or sister mother or father
Over age 65	Your mother or father

☐ I wish to protest the number of Dependents Claimed on the Monetary Determination mailed on _____ (date).

☐ I did not claim the correct number of dependents when I filed my claim because:

For the reason(s) stated above, I wish to claim a total of dependents, not including myself, on my current Benefit Year. I certify that all of the information submitted by me on this form is true and correct to the best of my knowledge and belief. I understand that I must keep my contact information up-to-date. **I understand that the law provides penalties of fines, and/or imprisonment, and/or community service for false statements to secure benefits.**

Signature: _____ Date: _____ Telephone No.: _____

Mail completed form to: Unemployment Insurance Agency, P O Box 169, Grand Rapids, Michigan 49501-0169
or, fax to: 1-517-636-0427.

If you have any questions about this form, call our Inquiry Line at 1-866-500-0017 (TTY customers use 1-866-366-0004).

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State of Michigan
Department of Licensing And Regulatory Affairs
UNEMPLOYMENT INSURANCE AGENCY
www.michigan.gov/uia



INCOME TAX WITHHOLDING

Social Security Number:

(PLEASE PRINT)

NAME: _____

Phone Number: _____

ADDRESS: _____

You have the option to have federal **and** Michigan income tax withheld, at the rates listed below, from the taxable portion of your unemployment benefits. The taxable portion of your weekly benefit amount (WBA) for federal tax is the remaining balance after any pension and/or earnings deductions. The taxable portion of your WBA for Michigan income is the remaining balance after any deductions for pension, earnings, and exemptions. If you choose income tax withholding, you must have **BOTH** taxes withheld at the indicated percentages.

The withheld tax amounts will be shown on your annual tax year Form 1099-G, *Certain Government Payments*, which reflects the total unemployment benefits paid to you for the preceding calendar year.

Income taxes will not be withheld from your unemployment benefits unless authorized by you with your signature. No action is necessary if you do not wish to have income taxes withheld from your benefits.

***NOTE: Although you can stop withholding at any time, you may elect to have taxes withheld only once per benefit year.**

☐

START withholding 10% Federal Income Tax AND
4.35% Michigan Income Tax from my unemployment benefits.

FOR MICHIGAN INCOME TAX PURPOSES,
WHAT IS THE NUMBER OF YOUR EXEMPTIONS? (include yourself)

☐

STOP withholding income taxes from my unemployment benefits.

Signature

Date

ANY QUESTIONS? CONTACT OUR INQUIRY LINE:
1-866-500-0017 (TTY customers use 1-866-366-0004)

Return this form to:

Unemployment Insurance Agency
P.O. Box 169
Grand Rapids, MI 49501-0169

Fax:

1-517-636-0427



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CALENDAR

2011								Wk. No.
	S	M	T	W	Th	F	S	
JAN	2	<u>3</u>	4	5	6	7	8	1
	9	10	11	12	13	14	15	2
	16	<u>17</u>	18	19	20	21	22	3
	23	24	25	26	27	28	29	4
FEB	30	31	1	2	3	4	5	5
	6	7	8	9	10	11	12	6
	13	14	15	16	17	18	19	7
	20	<u>21</u>	22	23	24	25	26	8
MAR	27	28	1	2	3	4	5	9
	6	7	8	9	10	11	12	10
	13	14	15	16	17	18	19	11
	20	21	22	23	24	25	26	12
APR	27	28	29	30	31	1	2	13
	3	4	5	6	7	8	9	14
	10	11	12	13	14	15	16	15
	17	18	19	20	21	22	23	16
MAY	24	25	26	27	28	29	30	17
	1	2	3	4	5	6	7	18
	8	9	10	11	12	13	14	19
	15	16	17	18	19	20	21	20
JUN	22	<u>23</u>	24	25	26	27	28	21
	29	<u>30</u>	31	1	2	3	4	22
	5	6	7	8	9	10	11	23
	12	13	14	15	16	17	18	24
JUL	19	20	21	22	23	24	25	25
	26	27	28	29	30	1	2	26
	3	<u>4</u>	5	6	7	8	9	27
	10	11	12	13	14	15	16	28
AUG	17	18	19	20	21	22	23	29
	24	25	26	27	28	29	30	30
	31	1	2	3	4	5	6	31
	7	8	9	10	11	12	13	32
SEPT	14	15	16	17	18	19	20	33
	21	22	23	24	25	26	27	34
	28	29	30	31	1	2	3	35
	4	<u>5</u>	6	7	8	9	10	36
OCT	11	12	13	14	15	16	17	37
	18	19	20	21	22	23	24	38
	25	26	27	28	29	30	1	39
	2	3	4	5	6	7	8	40
NOV	9	10	11	12	13	14	15	41
	16	17	18	19	20	21	22	42
	23	24	25	26	27	28	29	43
	30	31	1	2	3	4	5	44
DEC	6	7	8	9	10	<u>11</u>	12	45
	13	14	15	16	17	18	19	46
	20	21	22	23	<u>24</u>	<u>25</u>	26	47
	27	28	29	30	1	2	3	48
	4	5	6	7	8	9	10	49
	11	12	13	14	15	16	17	50
	18	19	20	21	22	<u>23</u>	24	51
	25	<u>26</u>	27	28	29	<u>30</u>	31	52

2012								Wk. No.
J A N	S	M	T	W	Th	F	S	
	1	2	3	4	5	6	7	1
F E B	8	9	10	11	12	13	14	2
	15	16	17	18	19	20	21	3
	22	23	24	25	26	27	28	4
	29	30	31	1	2	3	4	5
M A R	5	6	7	8	9	10	11	6
	12	13	14	15	16	17	18	7
	19	20	21	22	23	24	25	8
	26	27	28	29	1	2	3	9
A P R	4	5	6	7	8	9	10	10
	11	12	13	14	15	16	17	11
	18	19	20	21	22	23	24	12
	25	26	27	28	29	30	31	13
M A Y	1	2	3	4	5	6	7	14
	8	9	10	11	12	13	14	15
	15	16	17	18	19	20	21	16
	22	23	24	25	26	27	28	17
J U N	29	30	1	2	3	4	5	18
	6	7	8	9	10	11	12	19
	13	14	15	16	17	18	19	20
	20	21	22	23	24	25	26	21
J U L	27	28	29	30	31	1	2	22
	3	4	5	6	7	8	9	23
	10	11	12	13	14	15	16	24
	17	18	19	20	21	22	23	25
A U G	24	25	26	27	28	29	30	26
	1	2	3	4	5	6	7	27
	8	9	10	11	12	13	14	28
	15	16	17	18	19	20	21	29
S E P	22	23	24	25	26	27	28	30
	29	30	31	1	2	3	4	31
	5	6	7	8	9	10	11	32
	12	13	14	15	16	17	18	33
O C T	19	20	21	22	23	24	25	34
	26	27	28	29	30	31	1	35
	2	3	4	5	6	7	8	36
	9	10	11	12	13	14	15	37
N O V	16	17	18	19	20	21	22	38
	23	24	25	26	27	28	29	39
	30	1	2	3	4	5	6	40
	7	8	9	10	11	12	13	41
D E C	14	15	16	17	18	19	20	42
	21	22	23	24	25	26	27	43
	28	29	30	31	1	2	3	44
	4	5	6	7	8	9	10	45
	11	12	13	14	15	16	17	46
	18	19	20	21	22	23	24	47
	25	26	27	28	29	30	1	48
	2	3	4	5	6	7	8	49
	9	10	11	12	13	14	15	50
	16	17	18	19	20	21	22	51
	23	24	25	26	27	28	29	52

2013								Wk. No.
	S	M	T	W	Th	F	S	
	30	31	1	2	3	4	5	
JAN	6	7	8	9	10	11	12	1
	13	14	15	16	17	18	19	2
	20	21	22	23	24	25	26	3
	27	28	29	30	31	1	2	4
FEB	3	4	5	6	7	8	9	5
	10	11	12	13	14	15	16	6
	17	18	19	20	21	22	23	7
	24	25	26	27	28	1	2	8
MAR	3	4	5	6	7	8	9	9
	10	11	12	13	14	15	16	10
	17	18	19	20	21	22	23	11
	24	25	26	27	28	29	30	12
APR	31	1	2	3	4	5	6	13
	7	8	9	10	11	12	13	14
	14	15	16	17	18	19	20	15
	21	22	23	24	25	26	27	16
MAY	28	29	30	1	2	3	4	17
	5	6	7	8	9	10	11	18
	12	13	14	15	16	17	18	19
	19	20	21	22	23	24	25	20
JUN	26	27	28	29	30	31	1	21
	2	3	4	5	6	7	8	22
	9	10	11	12	13	14	15	23
	16	17	18	19	20	21	22	24
JUL	23	24	25	26	27	28	29	25
	30	1	2	3	4	5	6	26
	7	8	9	10	11	12	13	27
	14	15	16	17	18	19	20	28
AUG	21	22	23	24	25	26	27	29
	28	29	30	31	1	2	3	30
	4	5	6	7	8	9	10	31
	11	12	13	14	15	16	17	32
SEPT	18	19	20	21	22	23	24	33
	25	26	27	28	29	30	31	34
	1	2	3	4	5	6	7	35
	8	9	10	11	12	13	14	36
OCT	15	16	17	18	19	20	21	37
	22	23	24	25	26	27	28	38
	29	30	1	2	3	4	5	39
	6	7	8	9	10	11	12	40
NOV	13	14	15	16	17	18	19	41
	20	21	22	23	24	25	26	42
	27	28	29	30	31	1	2	43
	3	4	5	6	7	8	9	44
DEC	10	11	12	13	14	15	16	45
	17	18	19	20	21	22	23	46
	24	25	26	27	28	29	30	47
	1	2	3	4	5	6	7	48
	8	9	10	11	12	13	14	49
	15	16	17	18	19	20	21	50
	22	23	24	25	26	27	28	51
								52

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*The bolded & underlined dates are State of Michigan holidays.

FIRST CLASS MAIL

READ THIS IMPORTANT INFORMATION
KEEP THIS BOOKLET FOR ONE YEAR



Rick Snyder
Governor



Steven H. Hilfinger
Director



Steve Arwood
Deputy Director

State of Michigan
Department of Licensing and Regulatory Affairs
Unemployment Insurance Agency
14333 Woodrow Wilson
Detroit, MI 48238

UIA Website: www.michigan.gov/uia

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